



New Forest Small School

Premises Management Policy

Member of Staff Responsible	Headteacher
Regularity of Review	2 yearly

STATEMENT OF INTENT

The purpose of the Premises Management Policy is to set out the New Forest Small School's commitment to observing its duty in ensuring that the premises under its control comply with appropriate statutory, regulatory and corporate standards. Under the Health and Safety at Work Act 1974 (HSWA) we have a duty to "ensure so far as reasonably practicable the health, safety and welfare at work of all employees". There is also a duty requiring employers to conduct their undertakings in a way that does not pose risk to the health and safety of non-employees. This document is a statutory policy.

This policy should be read in conjunction with the Health and Safety Policy. These documents are cross-referenced in the text where appropriate. The audits and risk assessments outlined in this policy form part of the Health and Safety Audit carried out by the school.

Responsible Manager

The responsible person for the premises is the Head teacher who will work with the Site Manager/Site Assistant to:

- Assess and control risk on the premises as part of everyday management
- Follow all statutory guidance in relation to premises management and ensure that all policies are regularly reviewed and updated as necessary to take account of any changes in legislation
- Ensure a safe and healthy environment and provide suitable welfare facilities
- Make operational decisions regarding health and safety
- Ensure periodic safety tours, inspections and drills are carried out
- Ensure significant hazards are assessed and risks are managed to prevent harm
- Ensure staff are aware of their health and safety responsibilities, including incident reporting
- Ensure that lessons learned from significant incidents are effectively communicated to all staff
- Produce, monitor and periodically review all local safety policies and procedures

All Staff (including volunteers)

All staff have a statutory obligation to co-operate with the requirements of this policy and have a responsibility to co-operate with staff to achieve a healthy and safe workplace and to take reasonable care of themselves, students and others by:

- Supporting the school health and safety arrangements to assess and control risk on the premises
- Ensuring their own work area remains safe at all times
- Not interfering with health and safety arrangements or misusing equipment
- Complying with all safety procedures, whether written or verbally advised, for their own protection and the protection of those who may be affected by their actions
- Reporting safety concerns to the Site Manager
- Reporting any incident that has led, or could have led to damage or injury (**near misses**) by completing an appropriate Incident Report Form
- Assisting in investigations due to accidents, dangerous occurrences or near-misses
- Not acting or omitting to act in any way that may cause harm or ill-health to others
- Undertaking risk assessments and safety checks as required by the Site Manager, including annual risk assessments of their classroom/office/workspace.

Site Assistants

The Site Manager/Site Assistant, Maggie Smith/Andi Wride, is responsible for undertaking a wide range of typical health and safety related duties on behalf of, and under the direction of the Head teacher. They are to work within the parameters of any provided training and in accordance with risk assessments and the on-site safe working practices. They are to work within their level of competence and seek appropriate guidance and direction from the responsible manager and/or the health and safety coordinator and/or RW Safety Solutions as required.

The Site manager/assistant will be responsible for the safe operation of the heating system, including the area where the fuel is stored.

The Fire officer/site assistant (Sarah Lumber/Andi Wride) will ensure that the portable fire extinguishers are serviced annually by a suitable external contractor.

S/he will check the fire extinguishers seals are intact on a monthly basis.

S/he will test the fire call points on a rotational basis, ensuring that all fire call points are tested regularly.

The Site Manager/Assistant will make regular checks on the condition of the floors, stairs and other areas of the buildings that may prove to be potentially hazardous and repair or organise repair of any defects immediately. They will be jointly responsible with all staff for reporting any hazards or defects within the school grounds. The Head Teacher will inform the Site Assistant of any potential hazards or problems that cannot be rectified immediately.

PREMISES MANAGEMENT ARRANGEMENTS

Accessibility and the Equality Act 2010

To comply with the Equality Act 2010, the School will reasonably address any physical features which make it impossible or unreasonably difficult for people with disabilities to access and use any or all parts of the premises. The School also has in place an Accessibility Plan which sets out its readiness to accommodate pupils and adults with disabilities and/or mobility problems.

The Federation will keep an action plan containing clear details of what Equality Act compliance works have or have not been undertaken and the reasoning behind the decisions. This action plan/audit will be reviewed at regular intervals.

Asbestos Management

As the building was built in 1850 with few alterations since, no asbestos is present in the building.

This has been confirmed by previous Site Assistant, Dave Babey, who carried out all renovations to the building in 2012.

Car Parking and Vehicle / Pedestrian Segregation

As far as reasonably practicable, the car park shall be organised in such a way that pedestrians and vehicles can circulate in a safe manner. All traffic routes shall be suitably indicated, where necessary, for reasons of health and safety.

A risk assessment is to be completed and reviewed annually to include, traffic movement within the site, pedestrian/vehicle segregation (especially at pupil arrival/departure times), car parking and how the routes are signed.

Arrangements regarding on-site traffic safety must be based on the site risk assessment and are set out in the on-site traffic procedure documentation.

Community Users/Lettings/Extended Services

Any third party users must have their own public liability insurance since the school is not insured after school hours.

- Third parties and other extended service users operate under hire agreements
- A risk assessment for the activity is completed.
- The premises is safe for use and is always inspected prior to, and after each use
- Means of general access and egress are safe for use by all users
- All provided equipment is safe for use
- Fire escape routes and transit areas are safe and clear of hazards

- Hirers/users are formally made aware of fire safety procedures and equipment

Compulsory Display of Notices

The following compulsory notices will be posted in the School Office:

- Details of the person in charge of the first aid box
- Any information necessary to comply with fire legislation
- A certificate of insurance as required by the Employers Liability (Compulsory Insurance) Act 1969
- A thermometer on each floor
- A copy or abstract of relevant regulations (where still relevant)

Construction (Design and Management) Regulations

The Construction (Design and Management) Regulations 2007 came into force on 6 April 2007. The New Forest Small School will comply with these regulations. For any construction project, the School will ensure that the work being carried out is done so, as far as reasonably practicable, without risk to the health and safety of any person.

Suitable welfare arrangements will be made available to the workers.

All construction works will comply with the Workplace (Health, Safety and Welfare) Regulation 1992.

Contractors on Site

As far as possible, contractors should complete work during school holidays or after hours.

Appropriate safe selection procedures are to be used to ascertain competence and statutorily required qualifications. Prior to engaging their services, the Head Teacher must ensure that the contractor that is proposed for carrying out the work has a current health and safety policy, has current suitable insurances in place, and where necessary has the appropriate qualifications, for example CORGI or NICIEC registered for work in connection with gas and electrical installations respectively. Adequate risk assessments must be sighted to demonstrate their safe working practices for specific work being undertaken.

All contractors must report to the office where they will be asked to sign the visitors book, and will be issued with the local written contractor induction brief that includes all relevant details of fire safety procedures & local safety arrangements.

Whenever alterations or changes are made to the building or the external environment, checks are to be made to ensure that they do not disadvantage pupils or staff with disabilities, according to the provisions of the 2010 Equality Act relating to indirect discrimination and in conjunction with the school's Accessibility Plan.

Electrical Safety

The Electricity at Work Regulations 1989 extend the responsibility of the School beyond the general duty of care owed under ss2 and 3 of the Health and Safety Act 1974.

The School will comply with all Regulations covering electrical safety, such as The Provision and Use of Work Equipment Regulations 1998, which deals with the safety and maintenance of portable electrical equipment and fixed electrical installation tests.

The Head teacher/Site Manager/site Assistant will ensure that:

- Only authorised and competent persons are permitted to install or repair equipment.
- Where 13-amp sockets are in use, only one plug per socket is permitted.
- Equipment is not to be used if found to be defective in any way.
- Defective equipment is to be reported & immediately taken out of use until repaired.
- All portable electrical equipment will be inspected/tested at intervals of between one and four years in accordance with the advice given by the health and safety executive.
- Equipment testing/inspection can only be carried out by a competent person.
- The competent person to be used is the Site Assistant or other trained member of staff.
- Private electrical equipment is not to be brought onto the premises or used unless its use is approved by management and it has been tested.
- New equipment must be advised to the Head Teacher in order that it can be added to future PAT testing schedules.
- Full records of approved equipment must be maintained in the School Office.

Any defective or suspected defective equipment, systems of work, fittings etc. must be reported to the Site Manager and attended to as soon as possible.

All permanent electrical installations (fixed wiring and all distribution boards and safety devices) must be tested by a qualified person at least every five years, or more often at the discretion of the Site Manager. Any defective or suspected defective electrical installations must be reported to the Site Manager and attended to as soon as possible.

Emergency Lighting

The School undertakes to ensure routine inspection and testing of emergency lighting. This includes daily, monthly, six monthly and three yearly regimes of inspection and/or testing. BS 5266 Part 1 makes the appropriate recommendations.

Emergency Procedures

General emergency evacuation for non-fire related emergencies is to be carried out in accordance with the school's emergency evacuation plan. The school has a fire emergency plan for fire related emergencies and an emergency evacuation plan for all non-fire emergencies.

All staff will receive a brief and/or a copy of the emergency evacuation plan at induction, and they will be periodically provided with updated information as the emergency evacuation plan is routinely reviewed and amendments are introduced. The emergency evacuation plan will be prominently displayed in all the classrooms, the medical room, the studio, the staff room / kitchen and the school office.

Personal Emergency Evacuation Plans are to be completed by LSAs where appropriate, provided and exercised for any vulnerable persons to be able to ensure safe, assisted evacuation in the event of an emergency incident.

Fire Safety

Sarah Lumber is the fire safety co-ordinator and the immediate point of contact for all fire safety related enquiries on site. The Office Administrator, Caroline Bright, is the deputy fire safety co-ordinator and the first contact in the event that the Fire Marshal is unavailable. Both are competent persons for fire safety on the premises as defined by the Regulatory Reform (Fire Safety) Order 2005(b).

The Fire marshal with assistance from the Office Administrator as appropriate, will ensure that:

- All staff are made aware of the fire safety procedures
- Fire safety procedures are readily available for all staff to read
- Fire safety information is provided to all staff at induction and periodically thereafter
- Fire safety notices are posted in the key areas of the building close to the fire points
- Evacuation routes and assembly points are clearly identified
- Emergency routes and exits are kept clear and checked daily
- Staff are aware of their own responsibilities for knowing the location of fire points and fire exits. They should also know the location of the assembly point in the event of fire
- All staff are familiar with the flammable potential of materials and substances that they use and exercise maximum care in their use, especially with those marked flammable
- Fire evacuation procedures, fire safety training, firefighting equipment testing and fire alarm testing are carried out in accordance with corporate guidance and the premises fire safety manual
- The results of all tests and checks are recorded in the online Fire Safety Log
- The fire risk assessment is reviewed annually by the Site Manager, and amended as soon as new hazards or required amendments are identified

More information on fire safety is available in the Fire Safety Policy and the Fire Safety Manual.

First Aid

Arrangements regarding first aid provision are set out in the First Aid Policy. The names and locations of the first aid trained staff on site are listed in the first aid policy and also clearly signposted around the school. First aid is never to be administered by anyone except first aid trained staff with in-date training certification, operating within the parameters of their training.

General Equipment

All general equipment requiring statutory inspection and/or testing on site will be inspected by appropriate competent contractors.

Equipment is not to be used if found to be defective in any way. Defective equipment is to be reported and immediately taken out of use until repairs can be carried out.

Glazing

Glazing has been inspected and found to comply with statutory requirements. In the event that any glazing has to be replaced, the School will ensure that its compliance with Regulation 14 of the Workplace (Health, Safety and Welfare) Regulations 1992 is maintained.

Good Housekeeping

Tidiness, cleanliness and efficiency are essential factors in the promotion of good health and safety. The following conditions are to be adhered to at all times:

- All corridors and passageways are kept tidy and free from obstruction
- Shelves in storerooms and cupboards are stacked neatly and not overloaded
- Floors are kept clean and dry, and free from slip and trip hazards
- Emergency exits and fire doors are not obstructed in any way
- Supplies are stored safely in their correct locations
- Rubbish and litter are cleaned and removed at the end of each working day
- Poor housekeeping or hygiene conditions are immediately reported

Hazardous Substances

COSHH assessor – The school is training Sarah Lumber for this role.

Hazardous substances, materials, chemicals and cleaning liquids are not permitted to be used or brought into use on site unless a documented COSHH assessment has been undertaken by the trained COSHH assessor, and the product has been approved for safe use on site by the Site Manager.

Teachers of Art & Science will ensure that a documented COSHH assessment has been undertaken by the trained COSHH assessor. All other COSHH assessments will be carried out by the COSHH trained Assistant Site Manager or other trained member of staff.

When using a harmful substance, whether it is a material, cleaning fluid or chemical substance, staff must ensure that adequate precautions are taken to prevent ill-health in accordance with the COSHH assessment completed for that hazardous substance. Staff must never attempt to use a harmful substance unless adequately trained to do so, and then only when using the safe working practices and protective equipment identified in the COSHH assessment.

All hazardous substances are to be stored in the secure and signed storage when not in use which are: chemical store in Science clean up room outside, the Science prep room (Cell 1), and cleaning cupboard located in the upstairs girls toilet. These remain locked at

all times. Non-toxic cleaning substances are kept in the kitchen (washing up liquid & tea tree sprays) for use by pupils to clean classroom tables.

The Site Manager will make annual checks on the storage of hazardous substances.

Heating and Hot Water

The Site Manager/Site Assistant are responsible for ensuring that the hot water supply and heating for nursery and primary classrooms are to be maintained below 43C as required by legislation to avoid scalding.

Inspections and Monitoring

Daily monitoring of the premises, through working routines and staff awareness, is expected to identify general safety concerns and issues which should be immediately recorded in the H&S Concerns file which is kept in the School Office.

Monitoring and inspections of individual classrooms will be carried out by teachers. The Head Teacher/Site Manager will walk around the external areas and internal (other than classrooms) on a regular basis and record any concerns in the H&S file.

Routine documented inspections of the premises will be carried out every half year. Inspection findings are to be recorded in the H&S inspection file.

The Head Teacher/Site Manager will notify the Site Assistant of any defects that require immediate attention.

The premises inspection reports will be signed by the Head Teacher/Site Manager and retained on file. Any identified high level risks or safety management concerns are to be actioned via the Site Assistant.

Kitchens

The kitchen equipment is only to be used by staff. Pupils may collect tea tree spray and cloths from the sink area.

Legionella Management

Risk assessment for Legionella management on site is the responsibility of the School Owner who will ensure that a competent assessor is contracted every two years to check that the Legionella risk remains negligible or advise on necessary action if applicable.

Playground Equipment

Maggie Smith checks the playground daily. Any issues to be reported to Maggie and recorded on a risk assessment form. Maggie will complete the risk assessment and respond accordingly. If a problem occurs with a small piece of equipment it should be removed to the Maggie's DT shed in the first instance, any larger equipment should be

cordoned off. All playground equipment will be inspected and tested annually by a competent person. The school owner has final oversight.

Provision of Information

The Site Manager will ensure that information systems are established so that staff are periodically provided with information regarding safety arrangements on the premises. These systems are staff meetings, email distribution, meeting minutes.

Local health and safety advice is available from the Site Manager, and RW Safety Solutions can provide both general and specific advice.

The Health and Safety Law poster is displayed on the noticeboard.

Risk Assessment

Risk assessments must be undertaken for all areas where a significant risk is identified or a possibility of such risk exists.

The Head Teacher is the risk assessor on site who will oversee the correct completion of risk assessments as appropriate. Risk assessments will be carried out by those staff with the appropriate knowledge and understanding in each area of work.

All risk assessments and associated control measures are to be approved by the Head Teacher prior to implementation.

Completed risk assessments are listed in the Risk Assessment file and will be reviewed periodically in accordance with each risk assessment's review date as listed.

Training

Training in maintaining the premises in a safe condition will be provided and recorded for all new staff/volunteers as part of their broader health and safety training in accordance with the Staff Induction Checklist.

The Site Manager is responsible for ensuring that all staff/volunteers are provided with adequate information, instruction and training regarding their safety at work. A training needs analysis will be carried out from which a comprehensive health and safety training plan will be developed and maintained to ensure health and safety training is effectively managed for all staff who require it.

All staff will be provided with the following as a minimum training provision:

- Induction training regarding all the requirements of this health and safety policy
- Appropriate training regarding risk assessments and safe working practices
- Updated training and information following any significant health and safety change
- Specific training commensurate to their own role and activities
- Periodic refresher training that will not exceed three yearly intervals

Training records are held by the health and safety coordinator who is responsible for coordinating all health and safety training requirements, maintaining the health and safety training plan, and managing the planning of refresher training for all staff.

Tree Safety

The School recognises its legal responsibility for tree safety under the Health and Safety at Work Act 1974 and Occupiers Liability Act 1957 and 1984.

The Site Manager is responsible for ensuring that trees subject to regular public access, especially by children, are inspected regularly for structural damage or decay that may render them unsafe. This should involve a quick visual check for obvious signs that a tree is likely to be unstable and be carried out by a person with a working knowledge of trees and their defects, but who need not be an arboriculture specialist. The Site Manager will ensure that any system that is put in place for managing tree safety is properly applied and monitored and that any concerns about trees are recorded in an appropriate way.

Once a tree has been identified by a check to have a structural fault that presents an elevated risk, action should be planned and taken to manage the risk. Any arboriculture work required should be carried out by a competent arboriculturist; as such work tends to present a relatively high risk to the workers involved.

Visitors

All visitors must initially report to the main reception where they will be provided with the key health, safety and fire safety information to enable them to act appropriately and safely in the event of an incident.

Visitors to the premises will sign the visitor book and be provided with health and safety information.

Work at Height

Work at height is always to be undertaken in accordance with the school's general or specific work at height risk assessments. Specific or higher risk tasks will be carried out in accordance with a specific risk assessment for that task.

The competent person for work at height on the premises who has completed Ladder training (Anouchka Langford) and is authorised to:

- Use steps, stepladders and leaning ladders in accordance with their training
- Provide step stool instructional training briefs to staff in accordance with SGP 23-08
- Provide stepladder and steps training to non-essential users using the Children's Services *Stepladder & Steps Safety* user training presentation
- Carry out periodic inspections of all on-site ladders, stepladders and podium steps
- Remove access equipment from use if defective or considered inappropriate for use

The competent person for work at height and all other staff are not permitted to use any other access equipment for work at height without specific training. This includes the use of scaffolding, mobile towers and mobile elevated work platforms.

Work at height on the premises is only permitted to take place under the following conditions:

- Any work to be carried out at height must be underpinned by a risk assessment
- Access equipment selected for work at height must be as per the risk assessment
- Any staff working at height must be appropriately trained to use the access equipment
- Staff are not to improvise or use alternative access methods of their own choice
- Use of any furniture, including tables and chairs, is forbidden for any work at height
- Staff may only use step stools if they have received a local instructional training brief
- Staff may only use stepladders if they have received training from the ladder and stepladder competent person
- Staff may only use leaning ladders if they have personally attended the Caretaker Support Service Ladder & Stepladder Safety half-day course within every three years
- Any safety concerns about a work at height task must be raised prior to work starting
- Access equipment used on site such as ladders and stepladders must only be that provided and are never to be lent to, or borrowed from third parties

Review and monitoring of this policy

This policy will be reviewed annually by the Head Teacher in liaison with the Site Assistants.

The effectiveness of this policy and the practice within it will be routinely monitored during the year. Feedback is given on all key health and safety issues at staff meetings. This will incorporate a review of fire safety and evacuation procedures and regular periodic check records. The filing system holds the information relating to training expiry dates, training requirements, risk assessments, testing of equipment, room checks and is a key component in the effective management of health and safety monitoring at the school.

Related Policies/Procedures:

Administration of Medicines Policy
 Fire Safety Policy and Risk Assessments
 First Aid Policy
 Health and Safety Policy
 Safeguarding Policy
 Emergency Evacuation Procedures
 Lone Working Policy
 Off Site Activities Policy
 Security Risk Assessments